



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
May 4, 2016, at 1:00 p.m.; DAC – Lakin Board Room**

In Attendance: Sophia Crocker, Andrea Ingley, Peder Nielsen, Michael Shanahan

Via Skype: Ashley Chelonis, Joe Esquivel, Eric Lopez, Krista Mendelsohn, Sharon Oxford

Date Approved: June 1, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:08 p.m.	N/A	N/A
Approve 04.06.16 Minutes	The proposed minutes were approved.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. VCCCD Training & Tours	<ol style="list-style-type: none"> 1. July 14, 2016, is best for Dr. Gillespie, who wants to attend. 2. Location: Applied Sciences Building. 3. Mr. Esquivel and Mr. Nielsen to coordinate. 4. Topics: <ul style="list-style-type: none"> o Documentation for Provisional Employees, Professional Experts, and Volunteers 20 min. presentation/20 min. breakout; Presenters: Sarah Ayala and Maria Orozco, HR: Forms: completing correctly, where to send; where to address questions? Who makes decisions? o NEOGOV 45-min. presentation by <i>Janice Endo</i> of HR. o Managing Student Workers 20 min. presentation/20 min. breakout; by <i>Michael Shanahan</i>: a) Set up student workers for success; b) Introductory meeting; c) Manage issues that may arise (e.g., tardiness, lies on timesheet, performance management) 5. Ms. Oxford to prepare a post-event survey for first Training & Tours. Results can be posted on the webpage. 6. Ms. Chelonis/Ms. Oxford to create hashtag for use at next event. 7. Ms. Mendelsohn to submit marketing request for a logo. 8. Ms. Holst to send out a "Save-the-Date" now. 9. Ms. Holst to submit photography marketing request for next event. 10. Proposed future event dates: July 14, 2016 (VC); Oct. 28, 2016 (OC); Mar. 15, 2017 (MC–during Spring Break); June 8, 2017 (VC). 	<ol style="list-style-type: none"> 1. Plan event 2. Confirm presenters 3. Request event filming 4. Request logo. 5. Create survey for last event. 6. Create hashtag for next event. 	<p>Joe Esquivel Peder Nielsen</p> <p>Andrea Ingley</p> <p>Ms. Holst</p> <p>Ms. Mendelsohn</p> <p>Ms. Oxford</p> <p>Ms. Chelonis and Ms. Oxford</p>



Agenda Item	Notes	Action/Completion Timeline	Responsibility
b. Training for Supervisors	Mr. Shanahan discussed a request from supervisors for specifically tailored training.	Discuss next time.	Committee
c. Classified Professional Development Budget	<p>The committee discussed the budget. Usage proposals include:</p> <ul style="list-style-type: none"> • Quarterly Training & Tours • One large annual event (maybe one of four Training & Tours) • Budget to start at \$800 for next Training & Tours at Ventura College (lunch/marketing materials). Ventura College will provide breakfast. Will review budget after event. • For the large event, a budget of \$5,500 was discussed: \$3,000 for all refreshments, \$500 for marketing/door prizes, \$2,000 for keynote speaker. • Dedicate some of the budget to Lynda.com awareness. • Dedicate more funds to Classified Employee of the Year, including plaques for each finalist and a plaque of all winners' names, or something at each of the colleges. 	Discuss next time.	Committee
d. July Board Meeting Presentation	<p>The committee proposed presenting a report to the Board of Trustees on the Training & Tours program in July 2016.</p> <ul style="list-style-type: none"> • Send an invitation to the Trustees to attend Training & Tours at Ventura college. • Introduce next year's calendar. • Report on the committee's work. 	<p>Discuss at next meeting.</p> <p>Add to next Board meeting agenda.</p> <p>Committee to invite Board to attend Training & Tours at Ventura College.</p>	<p>Committee</p> <p>Ms. Holst</p> <p>TBD</p>
e. Committee Webpage Content	<p><u>Accomplishments</u> - Mr. Esquivel and Mr. Nielsen to work on this. Will include committee and college accomplishments.</p> <p><u>Recognitions</u> listing compiled by Ms. Mendelsohn was approved for the website.</p>	<p>Provide list of accomplishments.</p> <p>Update website.</p>	<p>Mr. Esquivel and Mr. Nielsen</p> <p>Ms. Holst</p>
f. Lynda.com	Ms. Chelonis is working with IT for administrator access in order to obtain promotional materials. She will try to have some for the July Training & Tours event. Perhaps there can be a recognition at Training & Tours for the most usage. Set a target?	Work with IT and plan promotion for next Training & Tours.	Ms. Chelonis
g. Personal Professional Development Plans	Perhaps this can be discussed at a future Training & Tours event.	Discuss at next meeting.	Committee
Next Meeting	Meeting ended at 2:59 p.m. The next meeting will be June 1, 2016, at 1:00 p.m.	N/A	N/A

[Notes by Jennifer Holst]